

Acceptance of Gifts Policy

1. RCTTP Acceptance of Gifts Policy

This Gifts Policy outlines the expectations and roles and responsibilities of everyone involved and connected with the Partnership so that each individual knows what is expected of them.

The policy is made available to all members of the Partnership through the RCTTP Website. A hard copy of the policy is available in the centrally held policy file.

Our Policy for the Acceptance of Gifts outlines the procedures that RCTTP employees must adhere to when accepting gifts given to them in the course of their work. Within the terms of the policy staff are expected to exercise common sense. If they are in any doubt about accepting a gift they must consult the Executive Group and in every case declare the acceptance of a gift in the register kept centrally by Redcar and Cleveland Teacher Training Partnership. The Gifts Register (Appendix 9) is shared with Executive Group at each meeting. When considering the acceptance of a gift the following points need to be considered.

- **The intent behind the gift.** Is it a token of thanks or seeking a favour?
- **The frequency of gift giving.** Is an individual making an offer of gifts on a frequent basis?
- **Timing.** Are you about to make a decision affecting the giver?
- **Openness.** Is the offer transparent?

It is acceptable to receive small gifts from individuals (up to a value of £25) which are proffered as a thank you and when the gift could not be interpreted as an inducement. Gifts up to the value of £250 may also be accepted when they are made by a collective group. E.g. trainees contributing to a joint gift at the end of the training year.

Permission from the Executive Group must be sought for any gift that exceeds these amounts before they are accepted.

2. Roles and Responsibilities

2.1 Executive Group

The Executive Group will:

- review cases of gifts if there is any doubt over intent
- review cases of gifts exceeding the amount stated in the policy and permit or deny
- review the Gift Register at each Executive meeting
- assess and monitor the impact of this policy by regularly reviewing the action taken under it

2.2 The Programme Manager

The Programme Manager will:

- raise a concern with the Executive Group about any gift over which there is any doubt over intent.
- raise a concern with the Executive Group about any gift over the amount stated in this policy

- maintain an overview of the Gift Register

2.3 The Course Administrator

The Course Administrator will:

- maintain the Gift Register

2.4 Partnership Staff

Partnership Staff will:

- familiarise themselves with this policy and their resulting responsibilities

2.5 School Partners

School Partners will:

- adhere to policies in their own schools regarding the acceptance of gifts

3. Complaints Procedure

If anyone in the Partnership feels that this policy is not being followed then they should raise the matter with the Programme Manager who will facilitate the appropriate action. In the first instance this will be raised informally in order to seek a practical solution. Action by the Programme Manager may include an investigation and report on the issue. Reports on any such complaints will be given to the Executive Group.

Linked Policies:

- RCTTP Risk Management, Fraud and Bribery Policy